

Walk, Roger

From: Walk, Roger
Sent: Thursday, August 27, 1998 11:42 AM
To: Yu, Ricky
Subject: WEPN Materials due Sep. 4

Dear Ricky,

Sorry for coming in on this so late, but I was squeezed here to work very late hours throughout the last weeks.


Now, I assume we have to have 2 deliverables for the meeting:

1. A presentation focusing on 2 priority issues for 1998/199
2. A more comprehensive report on past to present activities since the last WEPN meeting for the 'Conference Book'.

Re1.:

I would suggest to take the

- Establishment of a comprehensive integrated environmental management process (from planning to tracking) with the Env. Manual and its integration into Quality Management as one, the issue of
- potential and future acquisitions of operations sites (e.g. Philippines, Indonesia), the extension of existing (Malaysia), and the monitoring/improvement of existing sites (HK HQ) as the second topic, on which we should present.


1998-08-27 WEPN
Lausanne Sample

Re 2:

Colin has sent the attached file on floppy as a 'sample' for the materials in the 'book' (I am somewhat confused that the file is a Powerpoint presentation format instead of a Word format. Anyway, it is the standard approach we have taken for the 3-Year Plan. So it should be easy to use this format for a status report. I would recommend to use the plan as the template and fill in any updated information on activities, which took place. You can incorporate the information from the recent 'Progress' presentation. My main (open) question is, whether we should be providing the information in an easy-to-go-through more formalized way (standard subsection for each 'issue') or should be less formal and more focused on the essential activities for each issue. Both strategies have their pros/cons. What would you prefer?

Please think about these thoughts and make a decision on the topics for 1. I would appreciate you then drafting the contribution to the 'Conference Book'. You can send everything to me by Exchange or Lotus. I will immediately work on it as much as my travel to Europe tomorrow evening allows. You can also send information/files to Dr. Piter Terpstra, who is on Profs/Exchange in Brussels, Belgium. But on Friday I am in NY and I will be back in NY on Tuesday, Sep. 4. You can call me on my mobile in the US and Europe using my HK number.

FYI: I will present to Henry Goldberg today after lunch.

Best regards,
Roger